Tips for Speakers and Panelists at the Beringia Days 2011 Conference

Abstracts: Please provide a 1-page abstract of your presentation by August 15th to:

Elizabeth Shea
Elizabeth_shea@nps.gov

This should provide sufficient time for translation from Russian to English and English to Russian.

Instructions for abstracts:

- All abstracts should be created in Microsoft Word.
- Abstracts should be a maximum of **1-page**.
- Title**:** The abstract title should be short (*no more than 20 words*), informative and contain the major key words. Type font and size: Arial (**BOLD),** 14 point.
- Presenters**:** Abstract Titles should be followed by the presenter's first name then surname (with the presenting author's name in **bold**).
- Abstract text should be in Arial, 12pt size, and single-spaced. Please do not use footnotes or superscript numbers within the body of your abstract. Use standard abbreviations only. When using abbreviations, spell out the name in full at the first mention and follow with the abbreviation in parenthesis. Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract.
- Include your brief biography (50 words or less) with name, title, organization, and position. Each member of a panel should provide his/her biography to the panel chair. Include a small photo with your bio.

Please **stay within your allotted time.** A conference moderator/timekeeper will assist in assuring speakers stay on time. For panels, the panel chair will assume this responsibility.

Audio-Visual and Other Equipment Needs: The Institute of the North is handling logistics for the conference. Contact:

Abigail Enghirst
aenghirst@institutenorth.org

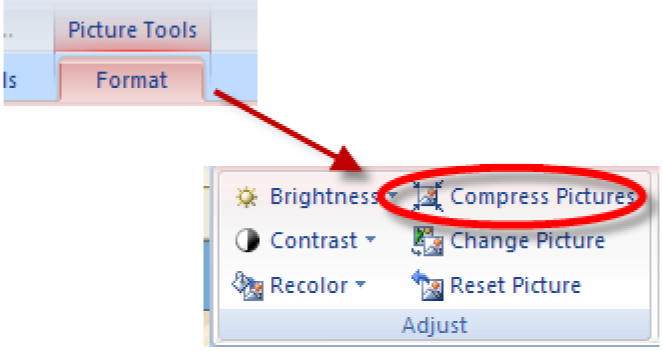
Please advise ION of your equipment needs by August 15.

Digital **Presentation Guidelines:**

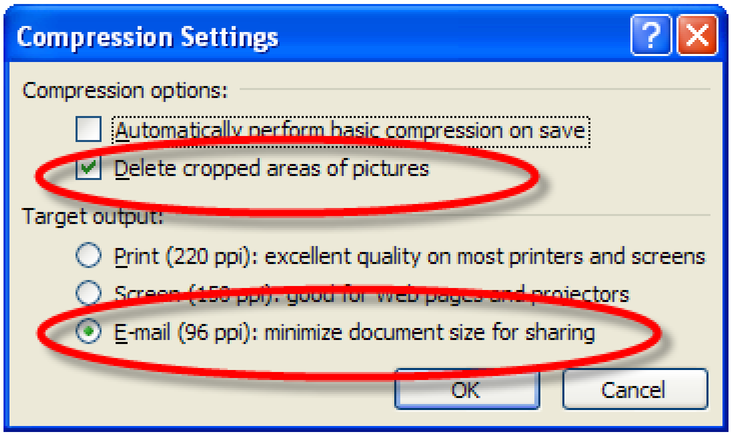
Please email your Microsoft Office Powerpoint presentation to Elizabeth Shea or your panel chair 2 weeks before the conference (by August 19).

- Powerpoint files will be viewed and presented on a Microsoft Windows 7 laptop running Powerpoint 200. Contact ION if you will be using a MAC (Apple) laptop.
- Powerpoint files may be saved in Powerpoint 97-2003 format (*.ppt) or Powerpoint 2007 format *.pptx).
- Movie files that are embedded in slides within the powerpoint (*.avi; mpg) must be sent along with the powerpoint presentation. Please keep movie files small as possible and saved in standard Microsoft formats.

- Try to keep powerpoint file sizes as small as possible. Any file over 8 MB should be reduced in size. Click this link for tips. Here are specific guidelines for reducing size of embedded photos.
- When embedding photos/images in Powerpoint, please resample images to file sizes under 1 or 2 megabytes (MB). To reduce the size of the Powerpoint 2007 formats (*.pptx) see this step.
    - Select any embedded image on a slide.
    - Select Compress Pictures from the Picture Tools/Format Tab.



    - Click options and select “Delete cropped areas of pictures” and Target Output size to “E-mail (96ppi). Save the Powerpoint and test before sending via email.



Compression Settings

Compression options:

☐ Automatically perform basic compression on save

☑ Delete cropped areas of pictures

Target output:

○ Print (220 ppi): excellent quality on most printers and screens

○ Screen (150 ppi): good for web pages and projectors

● E-mail (96 ppi): minimize document size for sharing

- All PPTs will be run from the session chair’s laptop running Microsoft Windows 7 operating system and Powerpoint version 2007. As a failsafe, please bring to the conference a backup copy of your presentation on a flash (stick) USB drive. Contact ION if you are bringing an Apple MAC so arrangements can be made.

Presentation Content Guidance:

- If you are using Powerpoint, devote each graphic to one fact, idea, or finding**. Illustrate major points or trends, not detailed data**. Do not show long or complicated formulas, equations, graphs or results. Use the minimum number of words in the title, subtitle, and captions.

- **Do not use acronyms or jargon.** Not everyone in the audience is familiar with your organization or shares your level of expertise. Using unexplained acronyms and abbreviations and "insider" jargon is not conducive to a collegial interchange of ideas.

- ***Begin and end with contact information***: if you are using Powerpoint, insert a slide at the beginning and end of the presentation with your presentation title, name, and contact information. This can facilitate follow-up by interested colleagues and conference attendees.

- Please discuss the same material as provided in your abstract. **Address essential points**; and save lengthy presentation of details for follow-up discussions.

- **Speak slowly and clearly into the microphone and toward the audience**. Since Beringia Days is an international conference, we will have translators at each session for participants. **A majority of the translations will be simultaneous**, so be very clear and speak a little slower than usual. Simultaneous translation involves wearing special headsets where one can hear the interpreter translate simultaneously. This is different from “consecutive” translation, where the translator interprets each sentence after it is spoken.

- **Leave time at the end of your session for questions from and interaction with the audience**. A focus of this conference is to encourage exchanges between audience/community members and speakers. Please leave time for this important component.

Tips for Panel Chairs:

- Your careful planning can result in a stimulating, informative session. As chair, you can set the tone for the session, build rapport among the presenters and between them and the audience, make connections among topics being raised, ensure that no one dominates the discussion and foster informative and fruitful exchange.
- Please provide Beringia Program staff with an abstract of your panel’s theme, as well as 50-word or less biographies of your panelists by **August 15th** so that the material can be translated into Russian. Include each panel member’s name, title and organizational affiliation in the biographies. Please note that the panel chair is responsible for submitting the abstract on behalf of the panel. The panel chair is the contact for conference correspondence and is responsible for assuring panel members are prepared and understand that participating in a panel involves interactive exchange of ideas.
- Be in contact with your panelists; make sure they are aware of the time constraints, structure and goals of the panel.
- **Please obtain, load and test your participants' PPTs before you arrive at the conference.** Make sure all PPTs you receive are compatible with the version of PowerPoint you are running. We have experienced situations where an entire slide show fails to render because it was not checked ahead of time.
- Be in touch with your panelists as soon as you and they arrive in Nome. Please plan a short meeting where you touch base and go over the plan for the panel, make sure all panelists are aware of the timing, structure and goals for the panel.
- Start on time and keep things running on time. This is the responsibility of the panel chair.
- Establish ground rules for timekeeping and stick to them. Decide beforehand how you will keep each presentation running on time. Any kind of signal you are comfortable with will do.
- Cut the presentation off, if necessary, so that things stay on schedule and other presentations are not cut short. This is, of course, the hardest part of your job as chair, and it must be handled gracefully.
- Please jot down a question or two as the panel discussion progresses. Your questions can be used to kick-start the question and answer period and can encourage the interactive exchange with attendees.